

## **DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### **SERVICE AUTHORIZATION ANALYST**

Role Title: Program Administration Specialist II

Position # W0209

**HOURLY POSITION – NO STATE BENEFITS**

Pay Band 5, Level II - Hiring Range: \$20.49 - \$28.85 per hour

**Closing Date: October 17, 2016**

Excellent opportunity for an experienced health care professional to join the Program Integrity Division. This position monitors and audits the operational efficiency of the Service Authorization Administrator's contract for Traditional Services to include Outpatient medical services. The incumbent works with a team of service authorization analysts in determining the contractor's performance. Applicants must have experience in a clinical or medical setting and knowledge in interpreting clinical data in order to determine medical necessity and appropriateness of services through nationally accepted clinical criteria. Requires knowledge of medical standards of care for Durable Medical Equipment, Outpatient Scans, Prosthetic Devices, Home Health, Outpatient Rehabilitation and EPSDT Services. Must have comprehensive knowledge of clinical services, medical terminology, health and social services systems, and service delivery. Requires demonstrated ability to research and analyze data, resolve issues, identify program changes, and interpret state and federal regulations and DMAS policy. Must be proficient using the PC and word processing, spreadsheets, and database management software applications. Requires demonstrated ability to communicate effectively orally and in writing. Professional education, training or degree from an accredited college or university in health care services, medical or related field; will train applicant with appropriate clinical knowledge. This is an hourly position with no state benefits and limited to 1,500 hours per year at 29 hours per week.

### **ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

**Receptionist:** 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

**RMS:** <https://virginiajobs.peopleadmin.com/>

**DMAS:** [http://www.dmas.virginia.gov/Content\\_pgs/ab-emp.aspx](http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx)

**Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.**

**EEO/AA/ADA**